

UNITED STATES GOVERNMENT

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Memorandum

TO : Registrar/TR

DATE: 26 April 1965

FROM : C/AIB/RS/TR

SUBJECT: Biweekly Activities Report No. 9
12 - 23 April 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

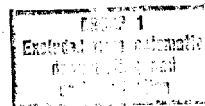
II. OTHERS

A. OTR's program for the candidates to Senior Officer Schools, 1965-1966, has been scheduled for the week of 19 July in Room 803, 1000 Glebe. It will run at least four days, perhaps five of that week and it will be full-time. C/AIB has talked with each candidate personally, with the exception [redacted] 25X1

[redacted] who are not available at headquarters, to invite them to keep the week free for the OTR program. The response from almost all of them was one of agreement that this kind of a program is necessary; all said they will make arrangements to be present. Only one, from OCI, asked if he is 'expected to attend.' The answer was, "yes." 25X1

The four exceptions are being contacted through either Training Officers or Personnel Officers. [redacted] 25X1
[redacted] have agreed that a written memo of confirmation of the dates, with perhaps a schedule of the program, should be sent out a few weeks in advance of the July date.

B. The schedule for the Career Trainees, July and October Classes, was given to School and Staff Chiefs with the request that the schedules for regular OTR courses (for which the CT schedule serves as their basis for setting their dates) be made available to AIB by Friday, 23 April. C/AIB will then work the dates into the classroom layout and whatever changes are required because of space limitation, will be discussed with the respective Chief. We are applying priority to this activity in order to get the six-month schedule in the hands of our Training Officers at the earliest date.



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25X1 C. [] TO for CI activities, made a preliminary inquiry about the degree of success met in attendance at after-hours courses. George is investigating the possibility of setting up a records course after hours (from 6 - 8:30) for groups of 20 or so and was interested in opinions C/AIB had as to the sustained interest of those who do off-hours study. (The classic examples offered are the VLTP and Off-Campus Program.) George plans to carry on his investigating by having further discussions with the DDP/TRO and likely, with C/HT/OS. [] of the CI Staff is apparently willing to do the instructing. 25X1

W D. [] As yet we do not have the text for a special bulletin on the Orientation for Overseas. The chief instructors are staffing out the policy for attendance. Meanwhile, the enrollment for the orientation on 4 and 5 May is 52, twice as many as room capacity. [] said that rather than give the orientation in two sections of about 25 each, he will give it to the large group as a single presentation, and in the main auditorium, which we have reserved for him. 25X1

W E. [] SA/DTR, and [] C/MSOC, have discussed preliminaries in arranging for nominees for the September running of the Midcareer Executive Development Course to meet the requirement of having completed some management training. Details, including the date for an OTR special Management course for such people, will be spelled out in a Special Bulletin. Meanwhile, [] C/MTF/IS, mentioned the possibility of conducting the special program [] and of including personnel [] in the course. He plans to talk with [] DC/DTS, about such a possibility. 25X1 25X1 25X1

W F. As they were received here, names of participants for the 16-21 May Senior Management Seminar were turned over to the Management Training Faculty/IS. This office has been notified of two very recent changes in the DDP list: [] C/SR, will be replaced [] C/AF, will be replaced [] of WH Division. [] MTF was notified. 25X1 25X1 25X1

G. The Intelligence Review course is starting with 39. One of the most recent enrollments is that [] the designated principal at the Naval War College, 1965-1966.

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25X1 H. [] in the O/DDI, who apparently is taking up the training slack where [] has left off, 25X1 had to ask for additional assistance in our making Room 1A-07 available to him on the Friday before the 17 May beginning of the International Conference on China. [] HT/OS, agreed 25X1 to accept Herb's offer of the room the DDI employees have for special instruction of analysts, thereby allowing the decorators to get into 1A-07 on Friday to repaint and refurnish. The series of negotiations about the conference is Herb's first contact with this office; in each of his telephone conversations he has been laudatory about OTR's cooperation.

25X1 I. [] C/QAB/OP, is interested in a re-fined Agency Language Qualification Register and plans to call a meeting of persons in OP and in OTR to discuss the ways in which the Agency register can be made a more usable management tool. The meeting may be within two weeks.

J. Having completed figures on OTR's training effort in CY'64 for the DTR's use in briefing Admiral Raborn, we will organize these figures on a FY'65 basis just in case the DTR's briefing date comes closer to the end of the FY year.

K. OTR (Internal) Attendance for Week of:

Category	12-16 April				19-23 April			
	FT	PT	Tut	Total	FT	PT	Tut	Total
Operations	220	---	---	220	242	15	---	257
Intelligence	32	---	---	32	25	---	---	25
Communication	8	---	---	8	8	---	---	8
Management	---	---	---	---	22	---	---	22
Clerical	11	44	---	55	12	33	---	45
Communism	11	5	---	16	11	---	---	11
Language	75	162	---	237	72	161	---	233
VLTP	---	117	---	117	---	113	---	113
Tutorial	---	---	22	22	---	---	22	22
TOTALS	357	328	22	707	392	322	22	736

Attendance continued on following page.

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OTR (External training)

W Week of 12-16 April -- 432 Agency employees in 286 external courses or programs.

Week of 19-23 April -- 437 Agency employees in 284 external courses or programs.

III. PERSONNEL

25X1

Fitness Reports were submitted [redacted]

[redacted] on 16 April. It was most gratifying to hear the DTR's compliments to the three girls for their high-quality work.

[redacted] will be on annual leave from Thursday, 29 April, to Tuesday, 4 May, to visit her family in Minneapolis.

25X1

[redacted] visited [redacted] on Tuesday, 20 April. Their reports about the people and place are glowing ones. Our thanks have been conveyed to those [redacted] who made the visit so worthwhile.

25X1

[redacted]

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